February 10, 2004

OKLAHOMA BULLETIN NO. OK130-4-2

SUBJECT: AGN – Instructions for Affiliates and Local Registration Authorities regarding eGov accounts and access

Purpose: To provide instructions for Conservation District partners to obtain USDA login credentials and for Local Registration Authorities (LRAs) to complete eAuthentication requests for affiliates.

Expiration Date: September 30, 2004

The pieces have finally come together so that affiliates such as conservation district employees and other types of NRCS partners may obtain web accounts that will allow them access to PRS data entry. The eGov and eAuthentication systems now have a special designation for affiliates, such as conservation district employees and other types of NRCS partners. This affiliate designation allows them to obtain web accounts that will allow them access to PRS and ProTracts and, potentially, other NRCS applications. Bruce Knight, Chief of NRCS, has stipulated that only NRCS employees will have access to the My.NRCS website. My.NRCS will not be available to affiliates.

Partners desiring affiliate status will need to first establish a Level 2 account from the eAuthentication website at http://www.eauth.egov.usda.gov. Instructions on this process are included as Part 1 of the attached instructions. Only certain types of affiliates are allowed to use PRS for data entry: Conservation District Employees, RC&D Employees, State Government Employees, and Local Government Employees.

When an affiliate logs into PRS data entry for the first time, they will not have a profile. They will be asked to set up a profile before they use PRS data entry. The people who have been trained in SCIMS in each field office have also been trained as Local Registration Authorities (LRAs). Contact an LRA for additional assistance in obtaining an eGov account or obtaining Level 2 credentials. Contact the team PRS contact for assistance in establishing the PRS profile.

Part 2 and Part 3 of the attached instructions provide guidance for the Local Registration Authority to complete the registration of the affiliate. The Affiliate application requires that the type of affiliate be identified. All LRAs are to make note of this process and will need to complete all steps when an affiliate requests Level 2 access. If any step is omitted, the affiliate web account will not be operational.

Local Registration Authorities who did not complete the on-line LRA training after completing their SCIMS training will have to complete that testing prior to having the ability to activate Level 2 access in the eAuthentication system.

/s/ - (Leslie R. Conner – Acting)

M. DARREL DOMINICK
State Conservationist

Attachment

DIST: AE

Introduction

Access by USDA partners or affiliates (e.g., Conservation District employees) to USDA online resources and Web-based applications is critical to carrying out the mission of the Service Center Agencies. The current eAuthentication process and the new Affiliate Link Manager application will help us meet our needs.

There are three steps to getting a Web account for and NRCS affiliates and granting the affiliate access to NRCS applications and linking the eAuthentication account.
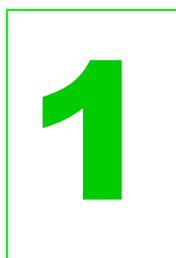
1 The affiliate…
- Uses the eAuthentication system to sign up for a USDA Level 2 account.
- Confirms the email address by responding to the email from the eAuthentication system.
- Presents government-issued identification to the LRA at the Service Center office.

2 The Local Registration Authority (LRA)…
- Uses the eAuthentication system to validate the account.
- Verifies the affiliate's identity by examining the affiliate's ID and confirming the name and address information.
- Activates the Level 2 account.
- Uses the eAuthentication system to grant the affiliate user access role.
- Checks the "Can Use Role" option for the affiliate's account.
- Saves the updated account.

3 The NRCS employee…
- Uses the Affiliate Link Manager (ALM) to find the affiliate's eAuth account.
- Enters additional information about the affiliate, including affiliate type, office and address, and demographic data.
- Saves the information and links the database record to the affiliate's eAuth account.

The next section describes the registration and validation process (steps 1 and 2 above), and the section after that describes the affiliation and link process (step 3 above).
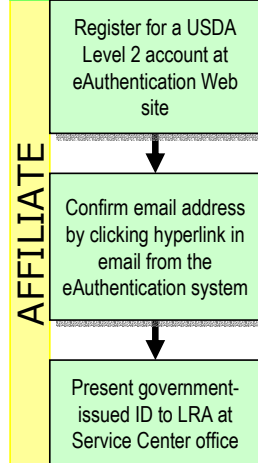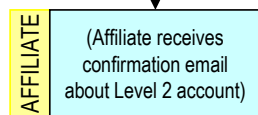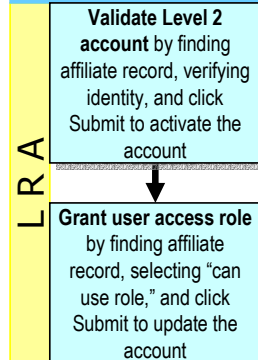
Registration and Validation

1 REGISTRATION (Affiliates)

Sign Up for a Level 2 Account

Go to the USDA eAuthentication Web site at **http://www.eauth.egov.usda.gov/** and click the link to sign up for a Level 2 account with USDA.

Follow the instructions on the Profile for entering your information. ***Please note that you must enter the name and address as they appear on your government-issued ID, such as your state driver's license, to sign up for the account.*** When you have entered all the required information, click the **Submit** button.

Registration

AFFILIATE

Register for a USDA Level 2 account at eAuthentication Web site

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Confirm email address by clicking hyperlink in email from the eAuthentication system

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Present government-issued ID to LRA at Service Center office

Validation

LRA

Validate Level 2 account by finding affiliate record, verifying identity, and click Submit to activate the account

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Grant user access role by finding affiliate record, selecting "can use role," and click Submit to update the account

↓

AFFILIATE

(Affiliate receives confirmation email about Level 2 account)

↓

Create Profile in Database and Link to eAuth Account

You will receive an email from the eAuthentication system at the email address you entered in your profile. The email instructs you to click a link to confirm your online registration to verify that your email address works.

Your final step is to take your government-issued ID to the Service Center office and present it to the NRCS Local Registration Authority (LRA). From there, the NRCS LRA must activate your eAuthentication account and, give you a role as Affiliate.

An NRCS employee must use the Affiliate Link Manager account to enter more information and link your record to your eAuth account. Please note that you will not be able to use some NRCS applications until all 3 steps

are completed.

2 VALIDATION (LRAs)

Validating the Level 2 account and setting the affiliate role is a two-step process. First, you must validate the Level 2 account. On the main screen, click the Validate Level 2 Customer link.

Find the affiliate's record using the Search screen…

…then find the record in the search results list and click the User ID link.

Follow the same procedures as for customers in verifying the name and address information, and checking the government-issued ID presented by the affiliate.

(Note: Although there is an Access Roles tab available, its functionality is planned for a future release.)

Click the **Submit** button to activate the affiliate's Level 2 account.

2 continued

The second step is to update the account with the Affiliate role. From the main screen, click the Grant User Access Roles link.

Find the affiliate's record again, and click the user ID hyperlink to open the record.

From the Profile page that appears, click the Access Roles tab.

Click the check box for "Can Use Role."

(Do not click the "Can Assign Role" option.)

Click the **Submit** button.

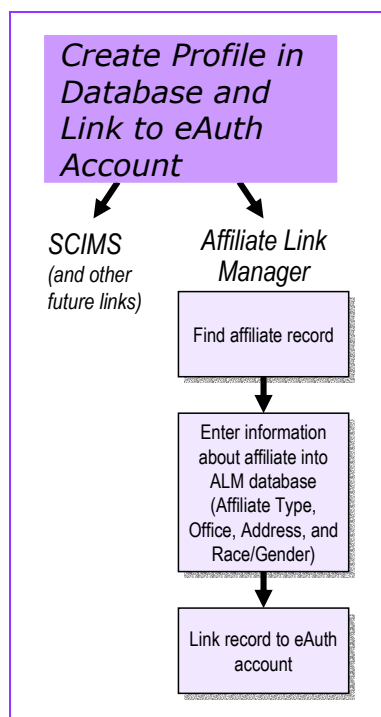When you receive the acknowledgement message, the validation procedure in the eAuthentication is complete.

Any NRCS Employee can use the Affiliate Link Manager in Step 3 to complete the process.

3   Create Affiliate Profile and Link to eAuth Account

ALM is similar to the ID Link Manager System for binding customer accounts to SCIMS, in this case linking the new affiliate record to existing information, such as office ID, and to provide additional data such as affiliate type and the affiliate's business address if different from the office's official location. This information must be entered and saved to allow the affiliate to use some NRCS applications.

Create Profile in Database and Link to eAuth Account

SCIMS *(and other future links)*

Affiliate Link Manager

Find affiliate record

Enter information about affiliate into ALM database (Affiliate Type, Office, Address, and Race/Gender)

Link record to eAuth account

Go to the Affiliate Link Manager application at **https://affiliatelinkmgr.sc.egov.usda.gov/SearchAD.aspx**.

Enter the affiliate's last name in the Search Filter screen:

then click the hyperlink in the last name column:

Follow the steps below to complete the affiliate profile.

1. Select an Affiliation Type from the dropdown list.

2. To select an Affiliate, Organization, click the **Add** button.

3. In the OIP Search window, select the state and the organizational unit, then click the **Save** button.

3 continued

4. Verify the organization and administrative office addresses by checking the "Yes" or "No" radio buttons in the Address Information section.
   In this example, the affiliate's mailing address is different from the one shown, so the "No" radio button is selected. ALM provides mailing address fields to enter the appropriate information.

5. Enter demographic information about the affiliate in the RSNOD section. The Gender, Ethnicity, and Race fields are required. (NRCS is required to report this information to Congress.)

6. When you have completed all the information fields, click the **Save** button. The affiliate information record you just created is now linked to the affiliate's eAuth account.

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